

Minnesota Weatherization Assistance Program

PY 21 Multifamily Policy Addendum

Updated 9/16/2021

The following policy modifications must be implemented for weatherization events started after October 1, 2021. In addition, any work begun after July 1st, 2021 may utilize these policies.

Multifamily Projects

1. Rental Townhomes as Multifamily Projects

The phrase “or if eligibility is met, as a multifamily building,” has been added to MN WAP Policy Manual Section 3.3.2 Multifamily Rental Requirements.

Rented townhomes possessing a physical separation between each townhome’s thermal barrier, air pressure boundary, and mechanical systems, and having individual and separate utility meters, may be treated as individual units or if eligibility is met, as a multifamily building. In order to achieve unit separation, retrofits must include common-wall air sealing and insulation dams between units.

- This added phrase reflects the approved PY21 Minnesota Weatherization Assistance Program DOE State Plan.
- To be weatherized as a multifamily project utilizing the Weatherization Assistant software for energy modelling, buildings comprised of rented townhomes must meet the definition of “physical separation,” found in Policy Manual Section 3.3.2.
- In multifamily building complexes, each individual building must meet the eligibility guidelines of 66% (50% for 2- and 4-unit buildings) found in MN WAP Policy Manual Section 3.3.2.1 to be weatherized as a multifamily building.

2. Multifamily Building Measures in Different Program Years

Weatherization measures can be completed on multifamily projects within different program years.

- Multifamily unit completions are counted in the program year the entire project is completed.
Individual multifamily measures must be started and completed, including passing inspection, within the same program year per Policy Manual 1.3.3. All program procurement policies apply.

3. Adding Multifamily Units to Weatherization Assistant

POLICY: The following procedure must be used to add multifamily units to the Weatherization Assistant (WA) software for clients which do not appear in the FACSPRO software. This includes units that are either unoccupied; occupied but ineligible; or clients whose income eligibility has been verified by HUD through the process outlined in WPN 17-4.

PROCEDURE:

- A client ID and all address, dwelling, and occupant information in the client tab must be added for each unit.
- In the WA client tab, press the copy button.
- In the Client ID field, create a client ID using the following naming convention
 - All multifamily building clients in WA should start with the prefix MF. This will keep the client from appearing on the “Invalid Audit Events,” report.
 - Add agency’s WA agency number.
 - Add two-digit program year
 - Add the multifamily project number.
 - If a project or building complex is comprised of multiple buildings, all buildings in the same project or complex will share the same project number.
 - Add the building’s identification number or “BIN.”
 - For Non-HUD verified buildings this could either be the street address of the building or the number of the building within the project. For example, “21-01-05” means the fifth building in the agency’s first multifamily project of program year 21. Whereas a building at 150 Main Street could be represented by “150.”
 - For a HUD verified building, the “BIN” is the building number found in column 3 of the HUD verification spreadsheet.
 - Add the unit identification number.
 - This will most often be the unit street address or the unit number. For example 100 would be apartment number 100.

Sample Client ID - MF73-21-01-05-100

An explanation of the sample client ID has been provided below:

- “MF” = Multifamily
- “73” = Example agency’s WA agency number.
- “21” = Program year 21.
- “01” = Multifamily project number.
- “05” = Building identification number or “BIN.”
- “100” = Unit identification number.